

## Statement of Deficiencies

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### 5305-D: Department of Health

Not Met

#### Approval Date :

#### Findings/Corrections

5305.D. The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services.  
OFFICE OF PUBLIC HEALTH REPORT DATED NOVEMBER 22,2004 NOTED "LICENSE RENEWAL NOT RECOMMENDED"

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### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. The daily attendance log for children did not include time of departure. The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who WHO COME TO THE CENTER IN THE AFTERNOON ARE NOT CONSISTENTLY SIGNED ON THE ATTENDANCE RECORD..

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### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for TWO staff.  
5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for ONE staff.  
5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff as follows: TWO STAFF. Documentation of submission **was not** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

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### 5312-B: Quarterly Training

Not Met

#### Findings/Corrections

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. THERE WAS NO DOCUMENTATION OF MEETINGS FOR 2004.

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### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that staff, have annually reviewed the following topics:  
Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

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### 5312-D: Continuing Education

Not Met

#### Findings/Corrections

5312.D.1 There was no documentation that cooks; drivers who are neither left alone with children, nor have supervisory nor disciplinary authority over children, obtained at least three (3) clock hours of approved training in job related topics per center's anniversary year.

### 5315-A: Child-to-Staff Ratio

Not Met

#### Findings/Corrections

5315.A. The Provider did not meet the required child to staff ratio for children of the following ages:  
[ 12 ] children age [ TWO ] with 1 staff. The required ratio for children of this age is [ 11 ] children per 1 staff.  
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### 5319-K: Microwave

Not Met

#### Findings/Corrections

5319.K. Infant food WAS warmed in the microwave oven. Bottles nor food shall be warmed in the microwave.

### 5319.N: Food Permitted In Center

Not Met

#### Findings/Corrections

5319.N.1. Bottled formula; Breast milk for infants was not labeled with the child's name or initials; lacked labeled bottle caps/covers; was not refrigerated upon arrival.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. Observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center DO NOT INCLUDE AN explanation from parent and/or child.

### 5321-K: Incidents and Accidents

Not Met

#### Findings/Corrections

5321.K. The provider's documentation of incidents of injuries and accidents was incomplete as the following was not noted: time of parental notification; signature of person notifying parent.

A complete log includes: the name of child, date and time of incident, location where the incident took place, description of how incident occurred, part of body involved, actions taken, time of parental notification, signature of person notifying parent.

The Provider did not have documentation of **immediate** notification to the parent or designated person when the following occurred to a child: head injury. I

EXAMPLES: ON 1-24 05 AT 11A.M. INCIDENT NOTED "A BUST TOP LIP" AND NO PARENTAL NOTIFICATION TIME WAS NOTED. ON 1-18-05 INCIDENT REPORT NOTED "A BUST TOP LIP" AND NO PARENTAL NOTIFICATION TIME WAS NOTED. ON 11-8-04 INCIDENT REPORT NOTED "CUT ON RIGHT SIDE ON HEAD" AT 10: 30A.M. AND NO PARENTAL NOTIFICATION TIME WAS NOTED.

### 5325-J: Individual Labeled Space

Not Met

#### Findings/Corrections

5325.J. The center was not equipped with individual, labeled space for each child's personal belongings as evidenced by [ CHILDREN BELONGINGS ON THE FLOOR IN THE 4-5 YEAR OLD AREA. ].

### 5325-V: Infant Walkers

Not Met

#### Findings/Corrections

5325.V. The Provider did not prohibit infant walkers from the center as required. An infant walker WAS IN USE IN THE INFANT ROOM TODAY.

## Statement of Deficiencies

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### 5327-A: Locked Harmful Substances and Equipment

Not Met

#### Findings/Corrections

5327.A. Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by [ BLEACH UNDER THE KITCHEN SINK AND BABY POWDER UNDER THE CHANGING TABLE IN THE BATHROOM. ].

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### 5331-A: Transportation Arrangement Conforms to State Laws

Not Met

#### Findings/Corrections

5331.A. The Provider's transportation arrangements did not conform to state laws, including seat belts and child restraints as [ CHILDREN UNDER 60 POUNDS( THREE -FIVE YEAR OLD CHILDREN ) ARE TRANSPORTED WITHOUT AN APPROPRIATE CHILD RESTRAINT SEAT AS REQUIRED BY STATE LAW. ].

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### 5333-F: Vehicles Visual Check

Not Met

#### Findings/Corrections

5333.F. The Provider did not have documentation that the driver or a staff person checked the vehicle and accounted for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

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### 5335-B: Required Staff When Transporting Child Under 5

Not Met

#### Findings/Corrections

5335.B. The Provider did not have the driver plus one staff in each vehicle when transporting any child under five years of age. [RECORDS DO NOT DOCUMENT AN ADDITIONAL STAFF PRESENT ON THE CENTER VAN.

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### 5335-D: Master Transportation List

Not Met

#### Findings/Corrections

5335.D. The provider did not have documentation that the driver or attendant was provided with a master transportation list that includes each child's name, pick up and drop off locations and authorized persons to whom the child may be released. Transportation is provided by the center.

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### 5335-E: Attendance Record

Not Met

#### Findings/Corrections

5335.E. The transportation attendance record documentation was incomplete as it did not include: name of all passengers (children and adults) in the vehicle; time of release. Transportation is center provided. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.

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### 5335-F: Visual Check of Vehicle

Not Met

#### Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the signature of the person conducting the check; the time the vehicle was checked. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.

## Statement of Deficiencies

### 5337-A: Contract for Transportation

Not Met

#### Findings/Corrections

5337.A. The Provider contracted for transportation and there was not a dated, time limited contract signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided that includes:

- . Transportation arrangements shall conform to state laws, including seat belts and child restraints;
- . Only one child shall be restrained in a single safety belt;
- . The driver or attendant shall not leave the children unattended in the vehicle at any time;
- . Each child shall safely board or leave the vehicle from the curb side of the street and / or shall be escorted across the street;
- . The vehicle shall be maintained in good repair;
- . The use of tobacco in any form, use of alcohol and use or possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited;
- . The number of persons in a vehicle used to transport children shall not exceed the manufacturer's recommended capacity;
- . The Provider shall maintain a copy of a valid appropriate Louisiana driver's license for all individuals who drive vehicles used to transport children;
- . The Provider shall maintain a copy of the contractor's current commercial liability insurance for the operation of the vehicle(s) ensuring medical coverage for children in the event of accident or injury;
- . The vehicle shall have evidence of a current safety inspection;
- . There shall be first aid supplies in each vehicle,
- . There shall be information in each vehicle identifying the name of the director and the name, telephone number and address of the center for emergency situations.